



Human Resource Assistant

Employment Type: 1-year Full-time contract position

Location: Granville Island

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Human Resources Director, the HR Assistant is responsible for being the central coordinating point for all Human Resources activities at Arts Umbrella. They're involved in a broad range of Human Resources administrative functions, providing support and customer service to all staff and artistic directors.

In this role you will

- Assist with recruitment by conducting intake meetings with artistic directors, compile resumes & screening them, draft and post job postings on various job boards, conducting reference checks and support the interview as required by the senior staff responsible for hiring.
- Prepare employment agreements for offers and coordinate acceptance
- Prepare all new hire paperwork, correspondence with new hires, and ensure employee information is correct and provided to Finance.
- Conduct orientation of all new staff at Arts Umbrella and ensure schedule necessary 1on1 meetings with different departments or other staff
- Assist in employee request letters (i.e. confirmation of employment)
- Manage WCB claims and requests
- Maintain internal HR database and HRIS system
- Maintain and ensure accuracy of employee files
- Assist with offboarding of employees including conducting exit interviews
- Assist in the coordination of performance reviews including probationary and annual reviews
- Other duties and projects as assigned by the Human Resources team



Here is what you bring

- Previous HR Assistant or HR Admin experience
- HR Diploma/Degree or Degree in a relevant field
- Knowledge of labour and employment legislation including ESA, Human Rights, etc.
- Chartered Professional in Human Resources (CPHR) a desirable asset but not necessary
- Solid written and verbal communication skills
- Advanced ability to multi-task and prioritize workload
- Advanced interpersonal skills, able to relate to multiple stakeholders
- Ability to practice a high-level of confidentiality
- Flexible, committed, team player and highly detailed and organized.

Here's what you get/Benefits of working with Arts Umbrella

- A total compensation package which includes extended health & dental benefits
- 3 weeks vacation + 1 week off in December
- Discounted parking
- Credits towards classes at Arts Umbrella
- Access to lots of great amenities around the Granville Island area
- Work with an amazing team and organization that values diversity and inclusion

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Human Resource Assistant** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***